

Job Title Virtual School Adviser  
Grade 7

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Virtual School**

The Virtual School for Looked After Children is responsible for promoting and driving the educational attainment and outcomes of children who are looked after from 0-25 years.

The Virtual School develops collaborative relationships with partner agencies and teams both inside and beyond the LA.

## **Our Core Purpose – What we do to help vulnerable children and young people in Staffordshire:**

- Ensure resources are used in the most effective and efficient way to achieve sustained improvements to the lives of children, young people and families.  
We will share information with commissioners and partners to develop effective and efficient services.  
We'll know we have succeeded when we can provide evidence that we are achieving our core purpose within the resources available.
- Work with children, young people and families that are at risk of their needs escalating to a level that requires statutory intervention.  
We will invest in services to prevent needs escalating and will recognise that children's needs are best met within their own family and community, where this is safe to do so.  
We'll know we have succeeded when an increased proportion of children, young people and families report improved outcomes.
- Involve and engage children, young people and families in aspects of the services that we develop and deliver.  
Families First is committed to involving and engaging children and young people, and we will ensure that our services continue to be fully responsive, that practice is focused on children and young people's needs and that their views are built into the design and delivery of services from the outset.  
We'll know we have succeeded when children, young people and their families tell us they are satisfied with our services; that they feel involved and we can provide evidence of where we have acted on service user feedback.
- Share responsibility with partners to achieve positive outcomes for children and young people.  
Working with our partners we will deliver services to children and young people to achieve positive outcomes that respond to and meet individual and locality needs.  
We'll know we have succeeded when we have evidence to show that shared outcomes have been achieved.

## **Reporting Relationships**

### **Responsible to: Education Transition Coordinator**

#### **Key Accountabilities:**

Contribute to maintaining effective monitoring and tracking systems for Looked After Children's educational attainment

Have responsibility for implementing the Virtual School new to care screening process.

Attend and contribute to Personal Education Plans for C&YP as directed by the education coordinator and ensure SMART aspirational target setting for looked after pupils.

Respond to identified areas of educational need within schools and settings for young people in public care under the direction of the education transition co-coordinator e.g.: -

- Where there is danger of exclusion.
- Where the young person has been out of school.
- Where there is poor or non-attendance.
- Where the young person is under achieving educationally as indicated by test scores, key stage results etc.
- To support education stability of looked after children
- To ensure effective transition planning

Liaise with other agencies & partnerships where required to ensure effective co-ordination of support services where they relate to the education of looked after children.

Contribute to the development and delivery of training packages that promote educational attainment of Looked After Children for key stakeholders.

Contribute to performance management reports as directed by the education coordinator.

Ensure voice of C & YP informs development of individual plans, to meet young people wherever possible to inform planning.

Support PEP audit and quality assurance processes

To participate and engage in team meetings, supervision and training as appropriate.

To actively contribute to the ongoing development of the service, commensurate with the grade of the post.

To undertake any other duties commensurate with the grading of the post although suitable adjustments will be made in line with the Disability Discrimination Act.

Comply with Staffordshire's County Council's Policy, Procedures and Guidance relating to Children and their Families including Child Protection Procedures and legislative frameworks, including relevant Education Acts.

### **Other Information**

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally and occasionally, nationally.

This post has no political restriction.

Posts will be district based with expected travel across the whole county with the potential to encompass country-wide travel on occasions.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Environment**

Deliver a reduction in the Council's environmental impact through a proactive focus on key priorities to support the economy, nature and communities.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.




**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**

A = Assessed at Application  
 I = Assessed at Interview  
 T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications/Professional membership</b>  5 GCSE Subjects or equivalent including Mathematics and English	A
	<b>Knowledge and Experience</b>  Experience working directly with vulnerable children in an education setting.  Knowledge and understanding of the education system and services,  Experience of strategies to motivate and engage vulnerable children and young people.  Experience of supporting multi-agency partnership working.  An understanding of the effect of trauma and attachment on the education of looked after children.  Experience in the use of IT to both record information and inform data gathering, ensuring accurate communication of all information.  Knowledge of safeguarding policies and procedures.	A/I
	<b>Skills</b> Ability to communicate effectively with children, their families/carers, and other professionals.  Ability to work on own initiative and as part of a team.  To demonstrate reflective practice.	A/I

	<p>Ability to work effectively in situations of conflict and resolve difficulties</p> <p>Ability to manage time effectively and work within agreed timescales.</p> <p>Ability to work 'flexibly' to meet the needs of children, young people and their carers</p> <p>This post is designated as a casual car user</p>	
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\*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting Talent & Resourcing Team 01785 278300